

## **Sacramento Metropolitan Fire District**

### **NOTICE OF INTENTION TO AMEND A CONFLICT-OF-INTEREST CODE**

NOTICE IS HEREBY GIVEN that the Sacramento Metropolitan Fire District intends to amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on November 4, 2008 and terminating on December 18, 2008. Any interested person may present written comments concerning the proposed code no later than December 1, 2008 to the Sacramento Metropolitan Fire District, 2101 Hurley Way, Sacramento, CA 95825, Attn: Joe Chavez, Associate General Counsel. No public hearing on this matter will be held unless any interested person or his or her representative requests a public hearing, no later than 15 days prior to the close of the written comment period.

The Sacramento Metropolitan Fire District has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which the proposal is based.

The Sacramento Metropolitan Fire District is proposing to amend the conflict-of-interest code pursuant to Government Code Section 87300 and 87306 due to its reorganization which merged the American River Fire Protection District and the Sacramento County Fire Protection District. The proposed amendments include: reflecting the agency's current name and the addition of the newly designated positions of Air Operations Manager, Assistant Chief/ Fire Marshall, Associate General Counsel, Battalion Chief (General) Battalion Chief (Training Division) , Battalion Chief (Special Operations), Battalion Chief (Emergency Medical Services), Continuous Quality Improvement Manager, Deputy Chief, Operations, Deputy Chief, (Support Services), Director of Finance, Facilities Manager, Grant/Economic Development Coordinator, Information Technology Manager, Logistics Manager, Purchasing Agent, and Project Manager.

The proposed amendments also include: the deletion of positions that have been abolished, the re-titling of positions due to the reorganization, a change in the

disclosure requirements for the position of Fleet Manager, the deletion of one disclosure category and the addition of clarifying language.

Copies of the proposed code follows below and all of the information upon which it is based may be obtained from the Sacramento Metropolitan Fire District, 2101 Hurley Way, Sacramento, CA 95825. Any inquiries concerning the proposed code should be directed to Joe Chavez, Associate General Counsel, office telephone number: (916) 566-4463 and email address: [chavez.joe@smfd.ca.gov](mailto:chavez.joe@smfd.ca.gov).

**PROPOSED CONFLICT-OF-INTEREST CODE FOR THE**  
**American River Fire Protection District SACRAMENTO METROPOLITAN FIRE**  
**DISTRICT**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission had adopted a regulation (2 Cal.Code of Regs. Sec.18730) which contains the terms of a standard conflict-of-interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendixes, designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the **American River Fire Protection District Sacramento Metropolitan Fire District ("District")**.

Designated employees shall file their statements of economic interest with the ~~American River Fire Protection~~ District, which will make the statements available for public inspection and reproduction (Gov. Code Section 81008.) Statements for all designated employees will be retained by the ~~American River Fire Protection~~ District.

## Appendix A Designated Positions

<u>List of Designated Employees</u>	<u>Disclosure Category</u>
Members of the Board of Directors	1
Fire Chief	1
<u>Air Operations Manager</u>	<u>4</u>
Assistant <del>Fire</del> Chief/Fire Marshal	1
<u>Associate General Counsel</u>	<u>1</u>
Battalion Chief (General) <del>(includes the position of Fire Marshal)</del>	2
<u>Battalion Chief (Training Division)</u>	<u>3, 4</u>
<u>Battalion Chief (Special Operations)</u>	<u>2, 7, 8</u>
<u>Battalion Chief (Emergency Medical Services)</u>	<u>5, 6</u>
<u>Continuous Quality Improvement Manager</u>	<u>4, 5, 6, 8, 9</u>
<u>Deputy Chief, Operations</u>	<u>5, 6, 8</u>
<u>Deputy Chief, Support Services</u>	<u>8</u>
Deputy Fire Marshal	<del>4</del> 8
<u>Director of Finance</u>	<u>1</u>
<u>Facilities Manager</u>	<u>9</u>
Fleet Manager	<del>2, 8, 10</del>
General Counsel	1
<u>Grant/Economic Development Coordinator</u>	1
<u>Information Technology Manager</u>	7
<u>Logistics Manager</u>	2, 5, 6, 7, 8, 9
<u>Purchasing Agent</u>	1
<u>Project Manager</u>	11
Members of the Deferred Compensation Plan Administrative Committee	<del>4</del> 10
Consultants*	1
<del>Shop Supervisor</del> 2, 8, 10	
<del>Property Officer</del> 2, 3, 5, 8, 9	
<del>Safety Officer</del> 2, 3, 4, 5, 6, 7, 8, 9	
<del>Emergency Medical Services Coordinator</del> 2, 3, 4, 5, 6, 8, 9	

\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Fire Chief may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the consultant’s disclosure requirements. The Fire Chief’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

## **Appendix B**

### **Disclosure Categories**

#### Reportable Investments, Interests In Real Property, and Income (including gifts, loans, and travel payments)

Definition: “~~Department~~-Division” as used in this text means the particular department the designated employee is assigned to if such employee’s responsibilities and duties involve only a single ~~department~~-division of the District.

#### Disclosure Category

- 1 All investments and business positions in business entities, sources of income (including gifts, loans, and travel payments) and interests in real property.
- 2 Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) from entities providing supplies, including but not limited to gasoline and other petroleum based products, services, vehicles, equipment, or machinery of the type to be used by the District or by the ~~department~~-division for which the designated employee is assigned.
- 3 Investments and business positions in, and income (including gifts, loans, and travel payments) from entities which are book outlets, vendors, or providers of business services.
- 4 Investments and business positions in, and income (including gifts, loans, and travel payments) from entities which provide training, services, or facilities of the type to be utilized by the District.

- 5 Investments and business positions in business entities and sources of income (including gifts, loans, and travel payments) which provide services and supplies of the type to be used in emergency services coordination and training activities.
- 6 Investments and business positions in, and income (including gifts, loans, and travel payments) from entities providing medical services or facilities of the type to be used by the District.
- 7 ~~Investments and business positions in, and income from business entities engaged in providing eye examinations and eye glasses, including but not limited to opticians, ophthalmologists, etc.~~
- 78 Investments and business positions in and income (including gifts, loans, and travel payments) from business entities supplying or manufacturing electronic equipment, supplies or services of the type to be utilized by the employee's division.
- 98 Investments and business positions in business entities, and income (including gifts, loans, and travel payments) from sources which supply or manufacture firefighting equipment or supplies.
- 109 Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) from entities providing supplies, including but not limited to shop supplies, services, tools, equipment or machinery of the type to be used by the District or by the department division for which the designated employee is assigned.
- ~~110~~ Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) from entities in which or with which the District is empowered to invest deferred compensation funds.
- 11 Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) from entities providing construction services, supplies, or architectural services of the type to be used by the District or by the division for which the designated employee is assigned.